

skills for care eastern annual regional conference

recruiting and retaining your staff

This year's conference will provide you with:

- Raised awareness of the ways in which the QCF aids staff retention
- Information on the funding initiatives to support recruitment and retention
- An awareness of Skills for Care tools and resources
- An awareness of the best practices across all employer groups
- Networking opportunities with other care professionals



23rd June 2010
9.15am-3.30pm

Millennium Grandstand,
Rowley Mile Race
course,
Newmarket,
Suffolk CB8 0TF

programme

09.15 **Arrival and Registration**

10.00 **Welcome**

Sarah Childerstone, Jo Hough, Co Chairs
Skills for Care Regional Committee

10.05 **Retaining your staff**

Denise Radley, Director Adult Services
Peterborough City Council

10.20 **Key routes to training and retaining your workforce: The Qualifications and Credit Framework (QCF)**

Kathryn Chamberlain, Senior Regional
Development Officer, Skills for Care

10.35 **Workshops – Session 1**

12.00 **LUNCH and exhibitions**

Networking, viewing exhibitions and
refreshments

13.15 **Recruiting and retaining a skilled workforce**

James Cross, Regional Development Manager,
Skills for Care

13.30 **Recruitment – the challenge of finding the right staff**

Neil Brettell, Job Centre Plus

13.45 **Apprenticeships – Growing our own**

Michelle Vinall, Regional Development Officer,
Skills for Care

14.00 **Workshops – Session 2**

15.25 **Summary and close**

£35 per delegate (Some subsidised places available on application to People who use services, and carers). Attendance by booking form only – Regional Conference Administrator, Skills for Care, Compass House, Vision Park, Chivers Way, Histon, Cambridge. CB24 9AD

booking form

Please complete this booking form clearly and return to Skills for Care (details on the next page), along with your workshop preferences (on the next page), and your cheque for £35 made payable to Skills for Care . **Please print your details clearly.**

name

.....

job title

.....

organisation

.....

address

.....

.....

telephone

.....

email (please print clearly)

.....

special requirements (including dietary)

.....

In which area are you based (please tick one)

Central Bedford
Cambridgeshire
Essex
Hertfordshire
Luton
Thurrock

Bedford Borough
Norfolk
Peterborough
Southend
Suffolk

How would you describe yourself?

Employer – Local Authority
Learning provider
Person who uses services/Carer

Private, or Independent Sector Employer
Voluntary sector employee

Other

.....

Photographs will be taken throughout the conference and will be used in Skills for Care promotional materials. If you do not wish to be photographed, please tick here

Please choose your workshop and sign the declaration overleaf, and remember to include your PAYMENT! Disclaimer: Any information provided by you will not be shared with any third parties. Please note Skills for Care and its partners reserve the right to make changes to the programme, speakers or venue, should this become necessary.

workshops

As part of our programme you are invited to attend two workshops: these are listed below. Please tick the boxes of the two workshops you would like to attend.

1. APPRENTICESHIPS: GROWING OUR OWN - Voyta Camek and Michelle Vinall

2. JOB CENTRE PLUS: Care First Careers and the Sector Routeway - Helen Simpson

3. USING SKILLS FOR CARE TOOLS TO RECRUIT AND DEVELOP YOUR STAFF - Kathryn Chamberlain and Chris Cleary (Change Consultancy)

4. RECRUITMENT AND RETENTION OF PERSONAL ASSISTANTS - Dee Frost and Jim Thomas

5. THE NATIONAL MINIMUM DATA SET: How to use your data in recruitment and retention - Lee Stribling

terms and conditions

One application per person. Please sign and return the form along with your cheque for £35 made out to Skills for Care to the address below. Please ensure all sections of the Booking form are fully completed and you have signed the declaration.

We cannot take verbal/telephone bookings or accept booking without completion of a Booking Form and payment. In the event you are no longer able to attend the conference, a substitute delegate can be nominated by your organisation up to 1 week before the event. We are unable to refund the cost of any booking made. If you are applying for a subsidised place, please write so in large capitals on the front of the form, and a member of staff will contact you on receipt of your application to discuss. Upon receipt of your form and payment, your name will be logged onto our database. Confirmation and full joining instructions will be emailed to you within 2 weeks of the event. If you require paper copies instead, please tick the box and remember to let us know of any special requirements

Declaration

I have read, understood and agree to the terms applying to this application.

Signature:.....Date:.....

Please post the completed booking and workshop forms and send with your cheque to:

Regional Conference Administrator,
Skills for Care,
Compass House,
Vision Park,
Chivers Way,
Histon, Cambridge,
CB24 9AD

Note: closing date for applications is 5th June 2010 at Skills for Care office.